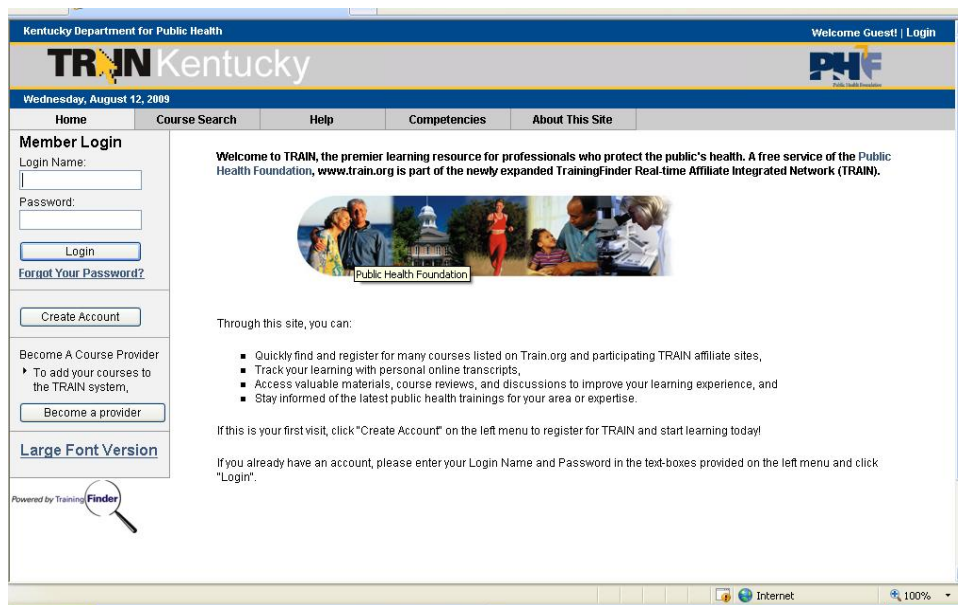# How to Register for a Course on TRAIN

Welcome to the Governmental Services Center's e-Learning Program. To register and participate in a GSC e-Learning course you will need to register for the class through your training liaison after obtaining your supervisor's permission.

Once you have been enrolled in the course via Pathlore you will receive an email confirmation with the Course ID number and Registration code listed. You will need to follow the instructions below using these two numbers to self-enroll in the course.

If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account and use the course code and registration code information found in your email confirmation for the class that you have enrolled in through your agency training liaison to register for your GSC e-Learning course. If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN**" listed below.

How to Register Initially in TRAIN

- Type "http://ky.train.org" into the address field of your browser to get to the KY TRAIN site.

- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.

- Agree to the TRAIN Policies.

- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not hit the "Back" button at any time during the registration process.

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information.

- MRC Member – Leave this unchecked unless you are a member and Click "Next".

Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

- We suggest for state government employees to use "Student" and/or "Other" and type in "state government employee" as in the example below.

- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.

- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.

- Click on the "Course Search" tab.
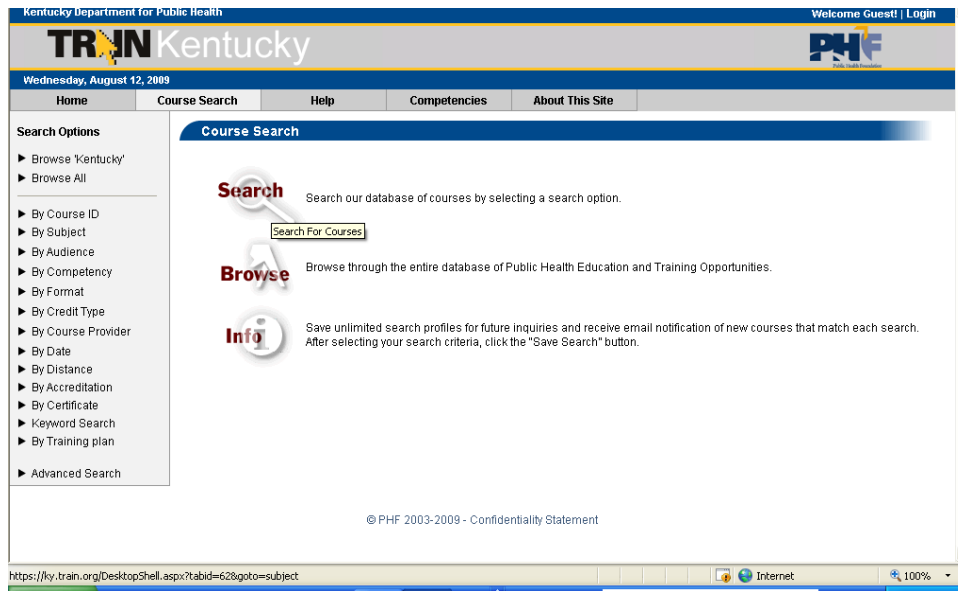
- Now, click on "By Course ID" in the left navigation column.
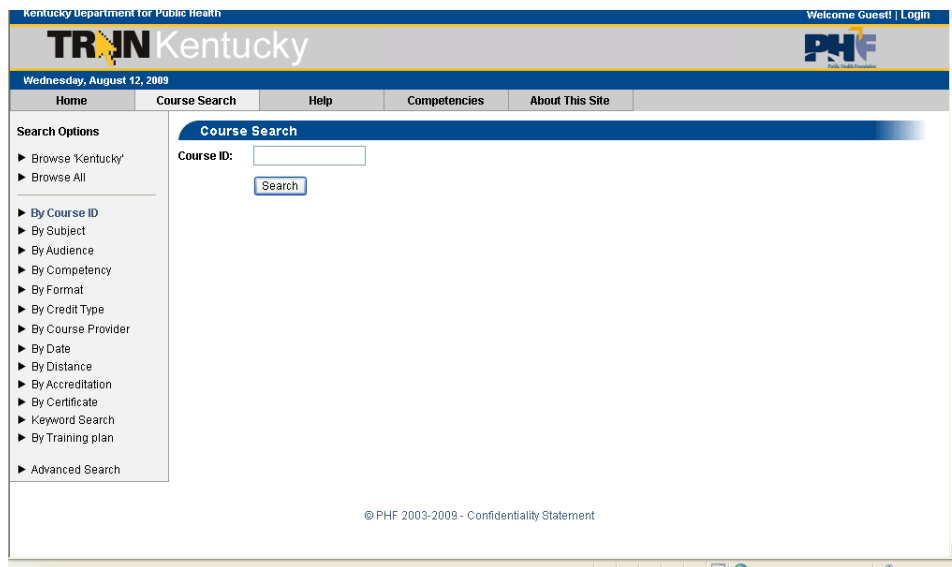
- Now you are ready to type in your course ID number. This number can be found on the confirmation email that was sent to you via Pathlore. If you have not enrolled in your course through your agencies training liaison please stop now and contact your training liaison. Below is a link to our website to help you identify your liaison. http://personnel.ky.gov/gsc/empdev/register/liaisons.htm

- Click the title of the course/offering.

- Click the Registration Tab.

- Type in the Registration Code
- This number can be found on the confirmation email that was sent to you via Pathlore. If you have not enrolled in your course through your agencies training liaison please stop now and contact your training liaison. Below is a link to our website to help you identify your liaison.
  http://personnel.ky.gov/gsc/empdev/register/liaisons.htm

- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.

TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- **After completion of course/offering return to your TRAIN account. Click on "Home" to get there.**
- **Click on "My Learning" under the "My Learning Link".**

- **Click on the [M] to the right of the course title that you have completed.**

- **Click " Evaluation "**

- **Click "Start Evaluation " to complete it**

- **Return to the "Homepage"**

- **Click on the "Certificate" link**

- **Click on the title of the course and you may view/print the Certificate**

- **You may view/print the Certificate for yur records.**

How to Withdraw from a Course

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.

- Click on the ⬚M beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about this course, contact GSC at 502-564-8170 or by email at GSCelearningsupport@ky.gov